



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF FOR PERSONNEL, G-1**  
**U. S. ARMY CIVILIAN HUMAN RESOURCES AGENCY**  
**FAR EAST REGION, AREA II CPAC**  
**UNIT 15746**  
**APO AP 96205-5746**



**FAR EAST REGION (FER) Summer Hire Program Vacancy Announcement**  
**AREA II CPAC**

**\*\*\*\*DUE TO FUNDING RESTRICTIONS AVAILABLE POSITIONS MAY BE LIMITED\*\*\*\***

**ANNOUNCEMENT #:** All FER CPACS SH2012A

**OPENING DATE:** 16 April 2012

**INITIAL CUT-OFF:** 04 May 2012

**CLOSING DATE:** 25 May 2012

Applications will not be accepted after the closing date of the announcement **EXCEPT** for newly assigned personnel who PCS into the Peninsula on/after the closing date of the announcement. Please review "HOW TO APPLY" for required forms and documents.

**SELECTIONS:** Notification of selection will be made directly to each student or sponsor by telephone or e-mail.

**POSITION TITLE, SERIES AND GRADE:** General Helper, AD-3501-00. Positions include clerical and labor, non-hazardous, work.

**SALARY:** \$5.50 per hour, subject to change.

**DUTY STATION:** Seoul, Korea

Duty stations include Seoul-Yongsan (Main Post, South Post, 501<sup>st</sup> MI Compound, Camp Coiner and Camp Kim). Limited opportunities may exist at Hannam Village. Several positions will be available at the Corps of Engineers Compound in downtown Seoul, near Tong Dae Mun. Students will be responsible for arranging own transportation. Some positions are available at Sung Nam Golf Club and K-16 Air Field.

Students will be responsible for arranging their own transportation and will only be placed within the commuting distance of the sponsor's duty location.

**CONDITIONS OF EMPLOYMENT:**

Federal Law requires ALL STUDENTS TO HAVE A VALID SOCIAL SECURITY NUMBER. If you do not have a social security number, you may not work. Students are required to have their paychecks electronically submitted (EFT'd) to a U.S. bank of their choice. Students may work 1 session only. No changes to student assignments will be permitted. All students selected for 2012 Summer Hire Program must meet minimum age requirements on the day of appointment. Students desiring to work College Session must provide required documentation with their application. See HOW TO APPLY.

**SESSION DATES 3 Sessions:**

**COLLEGE SESSION**

21 May – 21 September 2012

**1st HIGH SCHOOL SESSION**

18 June – 13 July 2012

**2<sup>ND</sup> SESSION HIGH SCHOOL**

16 July – 10 August 2012

**ELIGIBILITY AND AREA OF CONSIDERATION:** Applications will be accepted from eligible U.S. Citizen family members of DOD sponsors: (SEE BELOW)

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1. Unmarried Children, step children, adopted children, and children under legal guardianship of a DOD sponsor, age 14-22 years of age, enrolled in school on a full-time basis, and in good standing academically. \*\*\*
2. The dependent MUST reside with the sponsor in the respective area except for those dependents attending a college or university in the United States.
3. Home Schooling: Student applicants who are Home Schooled must obtain certification from the DODDs Schools prior to Entrance on Duty (EOD).
4. All students must be eligible for SOFA support.

**\*\*\* Students who are not assigned to the overseas area with their sponsor and who are “visiting” for the summer are not eligible to participate in the Summer Hire Program**

**DoD SPONSORS INCLUDE:** Sponsor must be a US Citizen to include, Active Duty Military, DoD Federal Civilian, NAF (MWR, DHL, AAFES) Civilian, Other U.S. Federal Government Agencies (Embassy, VA, etc.) Children of DoD invited contractors, Red Cross and of the USO are not eligible to participate in the Summer Hire Program.

**SELECTION PROCESS:** Placement priority will be given as follows:

Priority 1: All students ages 16-22.

Priority 2: Students ages 14-15.

A lottery format will be used if there are not enough positions for all students to be placed. Once all Priority 1 students have been placed, the lottery format will continue with the Priority 2 students. Students will receive their assignments via e-mail/phone call once placements are made. Typically, students who are Priority 2 have a better chance of working if there is a Second Session. Changes in work assignments will not be permitted.

#### **HOW TO APPLY:**

Students will be permitted to work one (1) session only. Students who work the First Session may not continue their employment into the Second Session. In the case of only one session, the student may work the entire period if funding is available. Students must indicate their availability for clerical or labor positions. High School and Middle School students must be attending a DoDDs schools in Korea. High School students graduating in June 2012 may not participate in the College Session. Students who have been accepted to college, but were not in school in Spring 2012, may not participate in the Summer Hire Program. College Students must provide a copy of their fall 2012 class registration or a letter from the school registrar for fall 2012. Report cards or spring 2012 class registration will not be accepted. College students who fail to submit required certification with their application may not work in the Summer Hire Program. Students in a home schooling program must be approved/certified by DODDs. All students, regardless of age, must have their sponsor/parent's permission to work.

#### **REQUIRED FORMS/DOCUMENTS:**

- Family Member Youth Employment Application
- Copy of Social Security Card or Parent Tax Return with SSN verification
- Form SF-181, Race and National Origin
- Form SF-256, Self Identification of Handicap
- Form SF-1199, Direct Deposit Form
- Form I-9, Employment Eligibility Verification
- Statement of Understanding
- Distribution of Leave and Earnings Statement and W-4 Information
- College Students: Fall 2012 Class Registration or Letter from Registrar
- Copy of Sponsor's orders
- SF-85P (IF APPLICABLE)

#### **ADDITIONAL INFORMATION:**

1. Incomplete applications, applications with missing forms and signatures, will not be accepted. Completed Applications must be received by 1700 hours on Friday, 25 May 2012.

2. Federal Law requires that all Federal employees have a Social Security Number (SSN) to work. The Social Security Card or parent tax return is the only acceptable documents. Dependent ID card is not acceptable as proof.
3. Applicants / Sponsors will not be permitted to copy documents at the CPAC.
4. Department of the Army is an equal opportunity employer.
5. Applications may not be sent electronically, via e-mail or faxed.
6. Please submit your Summer Hire 2012 application packets to Room #101, Bldg #4314 at Area II CPAC.
7. Additional information on the Summer Hire Program, i.e., announcement, application forms, program information, etc., are posted on our web site at: <http://chra-fe.korea.army.mil/chra/cpac/area2/area2cpac.php>.

**ASSEMBLY POINTS and POC's:**

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|--------------------------|---|
| 1 <sup>st</sup> Session: | Students will assemble at Multiplex South Post Theater #1 on 18 June 2012 at 0830 hours   |
| 2 <sup>nd</sup> Session: | Students will assemble at Multiplex South Post Theater #1 on 16 July 2011 at 0830 hours   |
| College Session:         | Students will in-process at Seoul CPAC, Bldg 4314, Room 501, at 0815 hours as applicable. |

POC for the 2012 Summer Hire Program is Ms. Haeyong Demcko, DSN 738-3565.